

Tempe Fire Department Policies and Procedures
Senior Fire Mechanic
410.02N
Rev 7-13-94

DEFINITION

To plan, supervise, and participate in the operations within the Fire Maintenance Division; and to perform a variety of technical tasks relative to the maintenance of fire safety equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Assistant Fire Chief or from other supervisory or management staff.

Exercises direct supervision over maintenance staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Service all Fire Department vehicles, fire pumps and their components, standby power supplies such as auxiliary generators, as well as other complex fire apparatus on a regularly scheduled basis.
- Supervise major and minor repairs on all Fire Department apparatus and equipment, such as engine overhauls, major pump repairs, hydraulic equipment repairs to ensure they will perform under emergency conditions.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the purchase, repair, and maintenance of fire apparatus and equipment; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Train, supervise, and evaluate employees assisting in the repair, maintenance, and proper methods of operating fire apparatus and equipment.
- Make major improvements or modifications to new or existing fire apparatus in accordance with departmental needs and specifications.
- Maintain communication with members of the Fire Department to ensure apparatus and equipment is properly cared for and maintained.
- Maintain and repair all tools and appliances carried on fire apparatus.
- Maintain complete and accurate maintenance and repair records for all apparatus and equipment.
- Conduct apparatus pump tests.
- Attend training courses, read, and study assigned materials related to emergency operations and fire apparatus maintenance.

- May drive and operate motor driven equipment including pumpers and ladder trucks.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern procedures and methods of automotive maintenance.
- Automotive and other firefighting equipment and apparatus.
- Gas, arc, and acetylene welding.
- Principles of supervision, training, and performance evaluation.
- Budgeting procedures and techniques.
- Principles of record keeping.
- Safe work practices.

Ability to:

- Use and maintain all firefighting apparatus.
- Diagnose and correct automotive and pump operative problems.
- Perform the mechanical work involved in operating, maintaining, and repairing firefighting apparatus, equipment, and tools.
- Prepare and administer a budget.
- Supervise, train, and evaluate assigned staff.
- Maintain work records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible automotive mechanical experience, preferably in heavy or diesel fire equipment.

Training:

Equivalent to the completion of the twelfth grade supplemented by special training in automotive mechanic and diesel equipment or a related field.

Licenses and Certificates

- Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.